Quick Step Guide to Complete Online PeopleSoft ELM Training

Indiana State Personnel Department

The Indiana State Personnel Department will be moving their course content from PeopleSoft ELM to the State's New Learning Portal: SuccessFactors Learning on November 16, 2020

What do State Employees need to do? Log into PeopleSoft ELM and review your Learning History. Complete any outstanding assigned SPD computer-based training courses. You will have until **December 18,2020** to complete this task. After this date, pending online enrollments/assignments will be moved to the New State of Indiana Learning Portal for completion.

Please see the list of Active SPD Courses by clicking here

How to use this Quick Step Guide

The following directions will guide you on how to access your Learning History and complete online training for the state of Indiana. Please read and follow the instructions carefully. It is essential
to turn off your browser's pop-up blocker to access the online courses. The pop-up blocker setting can be turned off in your browser's Tools menu.

Chrome is the preferred web browser for the Learning Mgt System. Please ensure you are using Chrome before clicking the link for PeopleSoft ELM here:
https://elm.gmis.in.gov/psp/lmprd/?cmd=login
Please enter your **User ID** and **Password** into the appropriate field.

A user ID consists of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.
Learners may use their network password, also known as their computer login, as the PeopleSoft password.
For network password issues, please use the Self-Service Password Management tool at https://password.in.gov. If you experience issues with this tool, please contact your supervisor for assistance; if they cannot assist, please have them contact the IOT Customer Service Desk at 317-234-4357 or 1-800-382-1095.
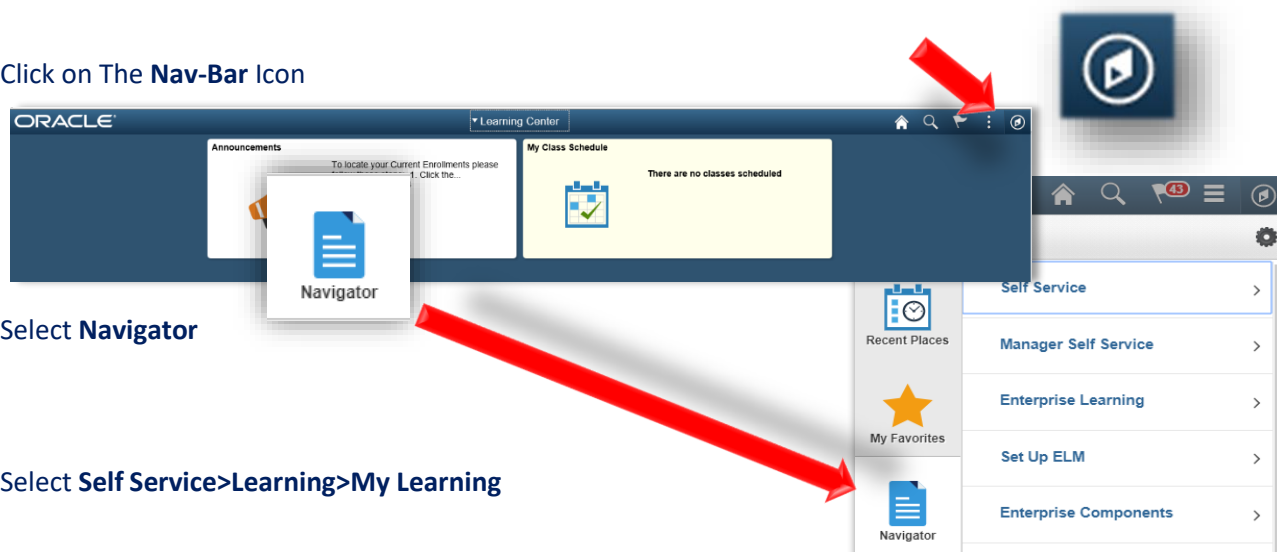
Accessing your Learning History and completing any web-based training previously enrolled in:

*Please note you must follow the steps below to access your entire learning history and course enrollments.

1. Click on The **Nav-Bar** Icon
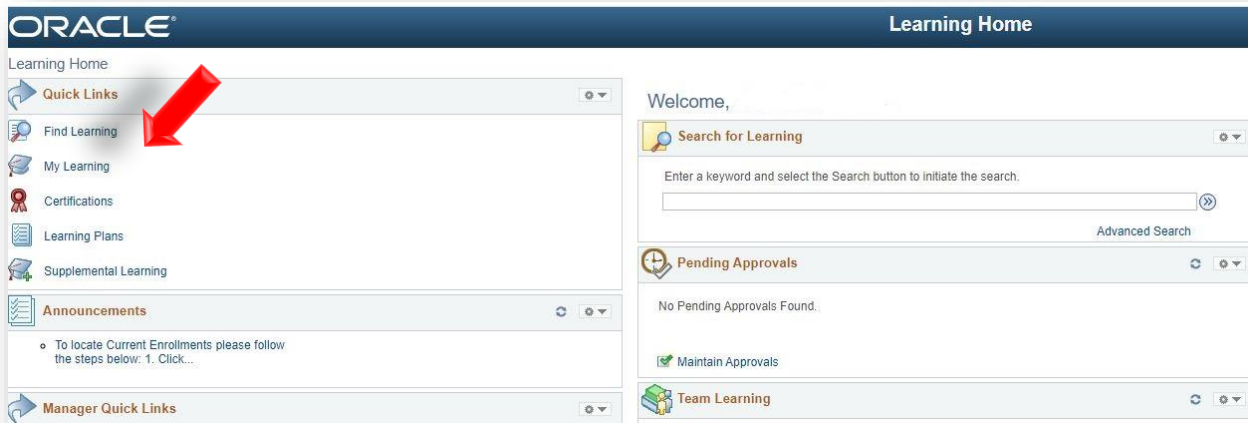

2. Select **Navigator**

3. Select **Self Service>Learning>My Learning**

If you have any questions pertaining to this information, please contact INSPD Learning & Development Systems Support Team:
SPDTraining@spd.in.gov

4. If you navigate to the **Learning Home page,** please click on the **My Learning** link under **Quick Links** on the left-hand side of the page**.** *Again*, the **My Learning** section is the only menu where you will find your entire learning history.

5. From the **My Learning** page, you can view all your training. You can arrange the courses by **title, type, status,** or **date** by clicking the column headers.
You can also change your view by selecting one from the drop-down menu.

6. Your total number of learning items will be found in the upper right above the first course listed. **ELM will only show 15 items at a time.**
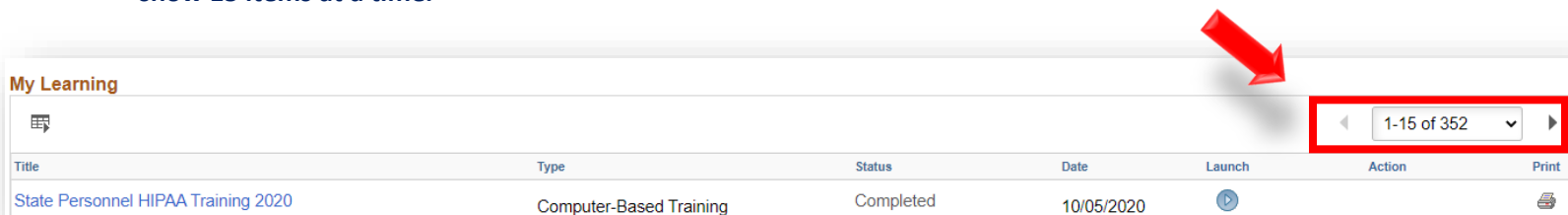
Follow the steps on the next page once you have found an online course you need to complete.

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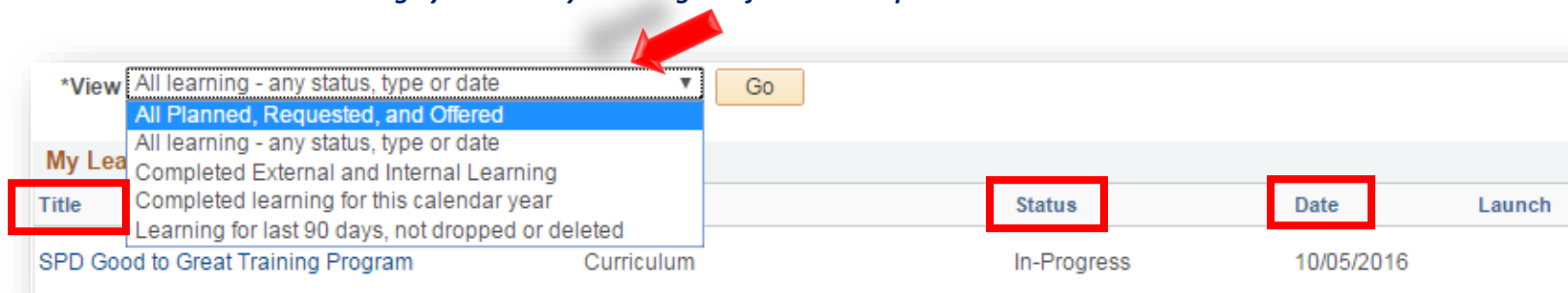**SPDTraining@spd.in.gov**

7. Locate the class title in the My Learning box and select launch.

My Learning						1-15 of 61
Title	Type	Status	Date	Launch	Action	Print
SPD Good to Great Training Program	Curriculum	In-Progress	10/05/2016			
E-Orientation	Computer-Based Training	In-Progress	04/18/2016	▶	Drop	

8.   On the next page, click the **Launch** link.

Table Of Contents			
Title	Status	Score	
Benefits Presentation	Not Attempted		Launch

The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.

9.   Follow the instructions on the screen to complete the training. **If you would like to enlarge the screen, you can select F11.** Be sure to navigate to the very last slide of the training. **Once the training is complete, you may close out of the training window.**

10.   Once you have close out of the training window, you will see this screen below. The training module will correctly say **"Not Attempted"** until you navigate and click on the **Return to Class Progress** Link.

View Progress Page

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Jeanetta Carrender, Business Systems Cnslt Int SPD, Learning & Development

Component Name:	Benefits Presentation	Type:	Web-based
Class:	E-Orientation Full-time 2020	Duration:	45 Minutes

| Table Of Contents			
Title	Status	Score	
Indiana State Employee Benefits	Not Attempted		Launch

Return To Class Progress

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11. Once in your **Class Syllabus** Page, you will see the module correctly marked as **"Complete"**

Class Progress

Progress	Completed	Grade	Not Graded
Passing Status	Pass	Comments	💬
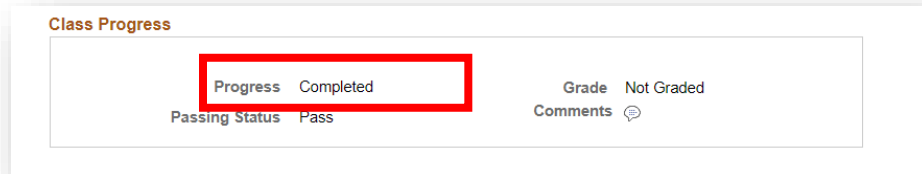
12. From the **Class Progress** page you can Navigate back to your **My Learning** Page by clicking the **Return to Previous Page** link.

Class Progress   Return to Previous Page   Learning Home

SAP SuccessFactors Performance & Goals: Goal Setting & Tracking for Managers

Class Details ❓

Class Code	SPD_Perf_Goals_MGRS	Class Name	SAP SuccessFactors Performance & Goals: Goal Setting & Tracking for Managers
Type	Computer-Based Training	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Completed	Confirmation Number	4473705
Start Date	02/03/2020	End Date	--
Last Enrollment Date	--	Last Drop Date	02/03/2020

Progress   Schedule   Grades and Attendance   Notes and Attachments   Payment Details   Approvals

Class Progress

Progress	Completed	Grade	Not Graded
Passing Status	Pass	Comments	💬

13. If you navigate back to the **Learning Home page** instead of the **My Learning** page, please click on the **My Learning** link under **Quick Links** on the left-hand side of the page. *Again*, the **My Learning** section is the only menu option where you will find your entire learning history.

ORACLE   **Learning Home**

Learning Home

Quick Links ⚙▼
- Find Learning
- My Learning
- Certifications
- Learning Plans
- Supplemental Learning

Announcements ⚙▼
- To locate Current Enrollments please follow the steps below: 1. Click...

Manager Quick Links ⚙▼

Welcome,

Search for Learning ⚙▼
Enter a keyword and select the Search button to initiate the search.
[   ] »
Advanced Search

Pending Approvals 🔄 ⚙▼
No Pending Approvals Found.
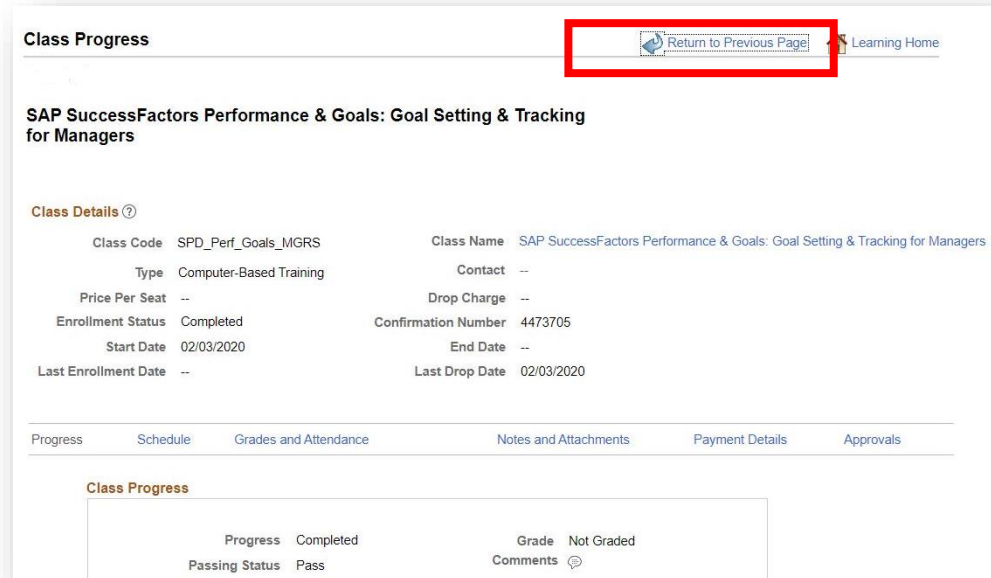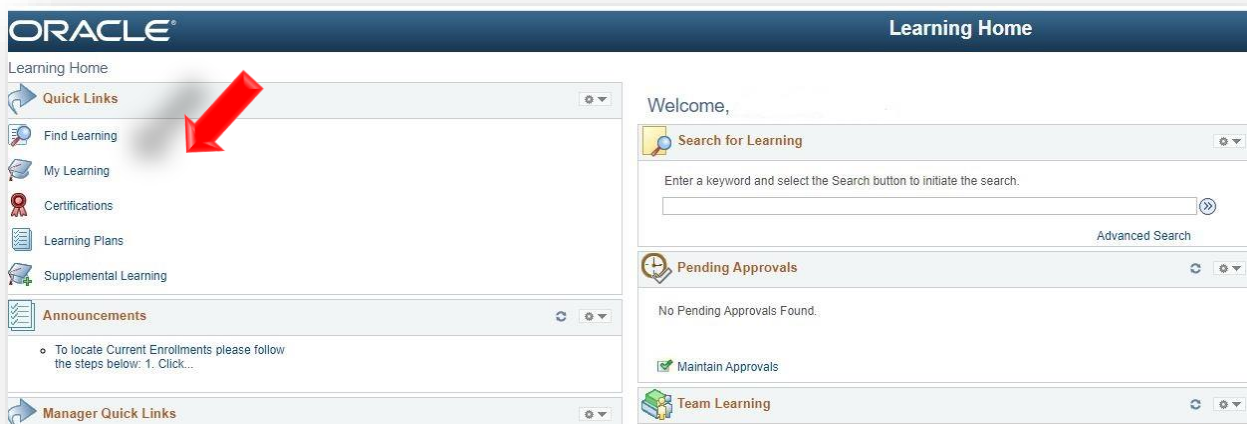Maintain Approvals

Team Learning 🔄 ⚙▼

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